



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL  
ARMY CENTER OF EXCELLENCE, SUBSISTENCE  
1201 22D STREET  
FORT LEE, VIRGINIA 23801-1601**

ATSM-CES-O

2 September 2003

MEMORANDUM FOR Army National Guard and Army Reserves Food Service Personnel

SUBJECT: Reserve Component Food Service Training Workshop (04)

1. A Reserve Component Food Service Training Workshop is scheduled for 22- 27 February 2004, at John Ascuaga's Hotel Resort and Convention Center, 1100 Nugget Avenue, Sparks, Nevada.
2. The purpose of this memorandum is to provide information to Reserve Component Food Service Advisors, Technicians (including civilians), Noncommissioned Officers, Food Service Assistors, and those TISO's (who provide a majority of support to the ARNG and USAR). Request this memorandum be disseminated to the lowest level of food advisory support (WO, SGM, MSG, SFC, and SSG).
3. The composition of this workshop will be discussion groups and training sessions on Change 1, Army Regulation 30-22 and DA Pamphlet 30-22; classroom training on the modern burner unit; training on the proper methods of conducting an installation food management/menu board; training on the new TB MED 530; proper methods of conducting annual reviews of dining facilities accounts and preparing action plans for both IDT and AT; and basic subsistence accountability.
4. A registration fee of \$25.00 will be assessed, payable at the workshop registration desk upon arrival, to assist in defraying costs associated with this workshop. No meals or snacks are included in this fee. Payment in cash or check is required since the hosts of this workshop do not have credit card machines or access to such.
5. All attendees will be billeted in the hotel, which will assist in defraying meeting room charges, and all orders will state "government meals and billets are not available" (room rates are within per diem rate of \$85.00). Reservations will be controlled by the ACES POC's. All attendees will submit the following information via U.S. mail, e-mail to [odayr@lee.army.mil](mailto:odayr@lee.army.mil) or [dewitzr@lee.army.mil](mailto:dewitzr@lee.army.mil) or fax to commercial 804-734-3690/DSN 687-3690 NLT 23 January 2004; Name, grade, duty assignment, unit, duty/work phone, home phone, valid home address. To receive per diem rate at hotel, reservation cards must be received by the hotel NLT 21 January 2004. Telephonic reservations will not be accepted by the POC's or the hotel. Control numbers will be assigned upon requests received, on a first come basis. Each registrant will receive a confirmation number prior to 1 February 2004.
6. TDY funding for attendees is the responsibility of each individual command.
7. Attendees should plan to arrive on 22 February 2004 prior to 2300 hours, but not earlier than 1500 (rooms will not be available prior to 1500). A hotel shuttle runs from the airport to the hotel. Attendees should not schedule return transportation prior to 1300, Friday, 27 February 2004, since breakout sessions are scheduled for that morning session.
8. The uniform for the workshop will be class B and appropriate business attire for civilians.

ATSM-CES-O

SUBJECT: Reserve Component Food Service Training Workshop (04)

9. All attendees will be required to register on the second floor of the hotel between 1200 and 2200, 22 February 2004. Information packets, including the agenda will be provided at registration. Presently, plans are being formulated to have a banquet on Wednesday, 25 February 2004 to honor all of the food service personnel in attendance that will retire in the next year. Cost of this meal will be between \$25.00 and \$30.00. Again, payment for the banquet will be by cash or check only and will be made at registration to ensure a solid count for the hotel catering staff. There are special programs being considered for the attendees and spouses. Also, there are commercial tours available.

10. Hotel accepts payment by government Bank of America Visa Credit Card, all major credit cards, and cash.

11. Food advisors, supervisors and food service technicians and specialists should provide the ACES POC's with a list of prospective retirees and an individual biography if subject individual is in attendance, NLT 21 January 2004. Also, request prospective attendees furnish the POC's with subject matter that could be addressed at this workshop NLT 5 December 2003. This can be mailed to the POC's at the addresses listed below.

12. Points of contact for this training workshop are CW5 Roger DeWitz (dewitzr@lee.army.mil) or Mr. Robert O'Day (odayr@lee.army.mil), (804) 734-4282/4285, DSN 687-4282/4285. The fax number is (804) 734-3690 or DSN 687-3690.

ROGER G. DE WITZ  
CW5, USA  
RC Food Adviser

ROBERT O'DAY  
RC Food Advisor